

RESOLUTION NO. 91-42

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A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE NEW CLASSIFICATION, JOB SPECIFICATIONS,  
AND SALARY RANGE FOR PURCHASING ASSISTANT

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RESOLVED, that the Lodi City Council does hereby approve the new classification and job specifications for Purchasing Assistant as shown on Exhibit A attached hereto; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 6, 1991:

Purchasing Assistant				
A	B	C	D	E
1524.43	1600.69	1680.71	1764.71	1852.98

Dated: March 6, 1991

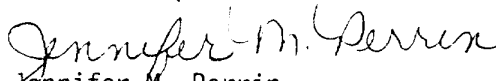
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I hereby certify that Resolution No. 91-42 was passed and adopted by the Lodi City Council in a regular meeting held March 6, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider  
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

  
Jennifer M. Perrin  
Deputy City Clerk

for Alice M. Reimche  
City Clerk

CITY OF LODI

March 6, 1991

PURCHASING ASSISTANT

DEFINITION:

To purchase routine office supplies; to maintain the office supply stock and inventory; to process and fill requisitions for office supplies; to process invoices and maintain records; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS:

This single position classification is distinguished from higher level buyers and related classes in that it is limited to purchasing of routine office supplies, and in that it also performs clerical duties in support of the department. It is distinguished from other clerical positions by responsibility for performance of limited routine professional buying duties.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Purchasing Officer or Buyer.

Responsibilities may include directing the work of clerical personnel assigned to the unit, particularly on a part-time or temporary basis.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Secures and compares information regarding price, quality, availability and related information for a wide variety of routine office supplies.

Negotiates with vendors regarding terms, and purchases and orders supplies, business cards, printing, and related items.

Reviews requisitions, determines needed items, and obtains from stock.

Develops and maintains inventory and stocking systems for office supplies; determines appropriate reorder points and initiates reorders; performs annual office supply inventory.

Codes and enters data, and maintains a variety of manual and computerized records and logs related to purchasing, stock movement, charges to departments, coding of items, and related.

Picks up and delivers, or prepares items for delivery.

Compares purchase orders to invoices and items received, follows-up discrepancies, notes partials, recommends payment, and forwards approved invoices to accounting.

Computes quantities, discounts, taxes, totals and extensions.

Discusses office supply and business card needs with requestors.

Maintains a variety of purchasing and inventory related files and filing systems.

Expedites and coordinates delivery schedules; may assist with receiving.

Provides telephone and in person reception; processes departmental mail; and provides related clerical support for the department.

May provide lead direction to clerical assistants.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles and practices of purchasing in the public sector.  
Basic accounting and recordkeeping procedures.  
Supplies commonly used in office applications.  
Applicable policies, procedures and codes.  
Modern office practices, including the operation of standard office equipment and machinery.

Ability to:

Secure and compare information regarding price, quality, quantity, and other aspects of office supply purchasing.  
Negotiate with vendors to obtain the most favorable terms and conditions.  
Perform arithmetical computations rapidly and accurately.  
Type accurately at a net rate of 45 words per minute from printed copy.  
Establish and maintain effective working relationships with those contacted in the course of the work.  
Establish and maintain complex filing systems.  
Operate computerized purchasing and recordkeeping systems.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Two years of responsible clerical experience which has provided a basic knowledge of purchasing and inventory duties.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles.

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